

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-20-2006</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service			
3 MINOR SUBDIVISION Deputy Director for Operations (Code 02)			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>12-13-2006</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Watkins</i> NWM
5 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11-9-2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director of Records</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND Draft OPNAVINST 5530 14D, Navy Physical Security and Law Enforcement, directs the creation of Information Reports Current guidance addresses the retention of these records based on the date the case was opened</p> <p>This submission changes the retention to so that disposal is based on the date the case was closed This is consistent with the disposition of the record copy that is sent to NCIS either by mail or, in the future, electronically The copy of the IR addressed in this schedule is the copy retained in the field by the originating office Its retention for this proposed period is just to provide sufficient time for the record copy to be received by NCIS, imaged, and made available electronically</p> <p>See the attached list for the description of the record and requested disposition</p> <p><i>yeowell</i> Geoff Yeowell Deputy Assistant Director, Crimes Investigative Dept</p> <p><i>Norman Kiger</i> Norman Kiger NCIS Counsel</p>		

SA 12/19/06

Copies sent to Agency, NAWM, NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>SSIC 5580</u></p> <p><u>INCIDENT REPORTS (IR) AND LAW ENFORCEMENT RECORDS</u></p> <p>1 INCIDENT REPORTS (IR). (Title change only)</p> <p>(a) Original of DON law enforcement reports pertaining to categories of investigations/reports under the jurisdiction of the Naval Criminal Investigative Service (NCIS) as identified in OPNAVINST 5530 14. These records may be retained in either hardcopy or electronic/imaged format.</p> <p>Privacy Act N05520-4 and MMN00009</p> <p><u>DISPOSITION</u></p> <p>No change</p> <p>(b) Copies of SSIC 5580, para 1a and all other reports</p> <p><u>DISPOSITION</u></p>	N1-NU-98-2 SSIC 5580, para 1a	
1	<p>Destroy/delete 2 years after the date the incident is closed or if extended retention required, when no longer needed</p> <p>Note Changes are in bold</p>	N1-NU-98-2 SSIC 5580, para 1b	